

May 12, 2014

Marcia Somers
City Manager
City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022

Subject: Appointment to VTA BPAC for Upcoming Term

Dear Ms. Somers:

This is to request that the City of Los Altos appoint its representative to VTA's Bicycle & Pedestrian Advisory Committee (BPAC) for the upcoming two-year term that starts July 1, 2014.

The BPAC is a 17-member committee that advises VTA's Board of Directors on planning and funding issues for bicycle and pedestrian projects in the county. As a VTA Member Agency, the City of Los Altos has one voting position on this committee.

The BPAC bylaws specify that each Member Agency appoints one individual as a representative of its local bicycle advisory committee, or, for Member Agencies that do not have such a committee, they may appoint other individuals interested in bicycle or pedestrian issues. The BPAC bylaws also specify that members are appointed for a two-year term that ends on June 30 of even-numbered years and may be re-appointed to multiple and consecutive terms. Members must live, work, or both in Santa Clara County during their term, and cannot be staff of either VTA or the Member Agency they represent. All BPAC appointments require ratification by the VTA Board of Directors. A copy of the BPAC bylaws has been attached for your convenience.

The term of Los Alto's current BPAC representative, Wes Brinsfield, expires on June 30, 2014. Mr. Brinsfield serves as the BPAC chairperson for 2014.

Since representation on the BPAC is very important, it is requested that Los Alto initiate as soon as possible the action necessary to either reappoint Mr. Brinsfield or appoint another representative for the term that begins July 1, 2014. Mr. Brinsfield is a member in good standing, has served the BPAC well and is eligible for reappointment. As a reminder, the appointing authority may remove or replace its BPAC representative anytime during the term, subject to the replacement appointee meeting the stated eligibility requirements and ratification by the VTA Board of Directors.

When Los Altos has selected its appointee, please formally notify VTA by means of correspondence indicating your appointee's name, full address and contact information. If appointing a new member, the memo should also include the appointee's daytime telephone number, email address, and a brief biography (usually one or two paragraphs maximum that

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indicates their background, occupation, education, employer, how long they have lived in the area, etc.).

For expediency and surety, please scan and email the signed letter and/or mail the original to:

e-mail: board.secretary@vta.org

U.S. Mail: VTA Board Secretary
3331 North First Street, Building B
San Jose, CA 95134-1906

Your assistance with this appointment will be greatly appreciated. If you have questions, please contact either Stephen Flynn, Advisory Committee Coordinator, at (408) 321-5720 or myself at (408) 321-7578.

Sincerely,

Elaine F. Baltao
VTA Board Secretary

c: Cedric Novenario, Technical Advisory Committee (TAC) member
VTA Office of the Board Secretary file